



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

CIVILIAN PERSONNEL
BULLETIN – NAF
NO. 1-07

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LEAVE TRANSFER PROGRAM
CARE BULLETIN

In accordance with AR 215-3, Chapter 5-13, Leave Transfer Program (LTP), regular full and part-time NonAppropriated (NAF) employees may donate limited amounts of annual leave to another employee approved to receive leave under the Voluntary Leave Transfer Program (VLTP). All leave donated will be converted to a dollar amount by multiplying the hours donated by the hourly rate of pay of each donor. The total amount is then divided by the hourly rate of the recipient to determine the number of hours of donated leave to be credited.

******APPROVED RECIPIENT******

Mr. Arthur J. Williams, Custodial Worker, NL-3566-02 at DMWR, Army Lodging, has been approved as a recipient under the NAF VLTP. On 29 November 2006 he was admitted to Walter O. Moss Regional Medical Center in Lake Charles after being diagnosed with Neoplasia involving the upper mid portion of the esophagus.

Mr. Williams is expected to be out for an indefinite period of time due to his critical state. Mr. Williams sick and annual leave balances have been exhausted at this time and he is currently in a leave without pay status.

Regular full and part-time NAF employees wishing to donate annual leave to Mr. William's account for use during this medical emergency may do by completing Fort Polk Form 25 (Leave Transfer Authorization) in duplicate and forwarding same to the Civilian Personnel Advisory Center, NAF Personnel. Donations will be accepted under this bulletin for thirty (30) days from the date of issue. The Fort Polk Form 25 may be downloaded from the Fort Polk Electronic Workplace (<http://DOIMNT1>) or obtained from the Administrative Office within each Directorate.

DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

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SUBJECT: Fiscal Year 2004 Closeout Procedures